

SAMPLE HANDWASHING

Subject: Handwashing

What will be done and who will do it?

New employees must:

1. Review this procedure.
2. Watch the video "Effective Handwashing."
3. Be trained by the team leader.
4. Sign off on the new employee training checklist.

All employees must wash hands at labeled handsinks (2 in kitchen). DO NOT wash at dishwashing, food or mop sinks. Handwashing steps are as follows:

5. Use water as hot as you can stand.
6. Soap hands and lower forearms.
7. Scrub for 20 seconds.
8. Rinse.
9. Dry with paper towel.
10. Avoid recontamination of hands by using paper towel or other barrier to turn off faucet handles.

When must all employees wash hands?

11. At beginning of shift.
12. After using toilet.
13. After coughing, sneezing, using tissue or handkerchief, eating, drinking or using tobacco.
14. Between touching raw food and ready-to-eat food.
15. Between glove changes.
16. After handling dirty dishes.
17. After touching hair or any body part except clean hands and arms.
18. During food preparation as often as necessary to prevent cross-contamination.
19. After doing other activities that contaminate the hands, such as handling trash or chemicals.

Who will make sure it's done and how?

20. Team leaders are expected to continually model appropriate handwashing practices for employees.
21. Team leaders shall monitor employee handwashing.
22. Dishwashing staff must assure that handwashing stations, including bathrooms, are supplied with soap and paper towels.
23. Team leaders shall monitor handsinks at least once per shift to assure that sinks have the necessary supplies. The day team leader shall assure that necessary supplies are in stock.

How should problems be fixed?

24. Team leaders must immediately train and counsel employees who improperly or inadequately wash hands or don't keep handsinks supplied.
25. Team leaders must notify owner of any handwashing problems that can't be solved through training and counseling.

What records will be kept?

26. Complete new employee training checksheet.

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Last Revised:

By: